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SELF-STUDY

Training Material

EFT SELF-STUDY

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This Self-Study provides screen prints and procedures for processing and inquiring on Electronic Funds Transfer (EFT) payments in ADPICS and R*STARS. This Self-Study should be used as an introduction to EFT functionality for experienced ADPICS and R*STARS users and is intended to supplement information contained in user documentation and related training course materials. Where data fields, function keys, or other functionality is standard ADPICS or R*STARS usage, no explanation will be provided. For classroom training, contact OFM Support Services Division.

This Self Study includes an overview of EFT functionality, ADPICS EFT payment processing, R*STARS EFT entry and inquiry screens, an EFT conversion to warrant inquiry walkthrough, two Quick Reference Guides and a glossary.

VENDOR/PAYEE WEB SYSTEM

A State of Michigan vendor/payee has the option to register and/or update their vendor information on the World Wide Web. Anyone can register on the Web as a new vendor/payee with the State of Michigan. Vendor/payee **data maintenance** however, requires that the vendor obtain a personal User Id and password to view and make necessary changes to their vendor table information on the Web.

Vendors/payees are able to edit registration details, financial institution account details, address information, and sign up to be paid by Electronic Funds Transfer (EFT). Vendors also need a User Id and password to access their EFT **payment details** on the Web.

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Vendor/payee information is either self-maintained by the vendor/payee on the Web or updated by Department of Management and Budget (DMB) if the vendor/payee is without Web access. DMB also maintains specified fields on the vendor file that are not accessible to payees, such as multiple payees or assignees.

New or updated vendor/payee information entered on the Web is viewed from the 5200 Vendor Table Inquiry in ADPICS and 52 Systemwide Vendor Inquiry in R*STARS. The vendor/payee and DMB Office of Financial Management have sole access to the vendor information located on the Web.

Vendor Assistance

Vendors/payees requiring assistance with Web registration/update functionality should contact the State of Michigan Office of Financial Management, Vendor Registration Help Desk at (517) 373-4111 or (888) 734-9749 or e-mail at **dmb-vendor@state.mi.us**.

OVERVIEW OF EFT PROCESS

EFT (Direct Deposit) is the electronic transfer of funds from a company or organization into the checking or savings account of employees, retirees, vendors, payees or shareholders. The EFT process is designed to provide the capability to expand the use of EFTs as a preferred method of payment, and help make it desirable for vendors/payees to use direct deposit. The vendor/payee can:

- Sign-up to receive State of Michigan payments via Direct Deposit (Electronic Funds Transfer)
- View payment details on Direct Deposit payments (see page 42)
- Elect to receive email notification when payments are made

If you have not previously completed a Direct Deposit Authorization Form through the Internet, log in and select “View Registration Details” from the View Payments page; then choose “Sign-Up for Direct Deposit” to initiate the Direct Deposit process. The vendor/payee fills out the Direct Deposit Authorization Form on-line, prints out and signs the form, obtains the signed verification from their bank and mails it to OFM.

Once OFM has received the completed EFT Authorization Form, the change has been made on the Vendor Table, and the payee is prenoted, the vendor and **all Mail Codes** designated for that vendor will be identified as EFT ready. (With the exception of assignment and multiple payee type Mail Codes).

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Vendor/payees who would like to be notified electronically when payments are made may enter their email address in the E-mail notification section of “Sign up for Direct Deposit” or “Update Direct Deposit” if they have already signed up.

For all ADPICS generated EFT payment processing, the EFT ready Mail Code used on the payment should match the address on the invoice. Under certain circumstances, the EFT will be system generated as a warrant. In that case it will be mailed to the address specified by the Mail Code used on the document.

An E00 Mail Code is created for each vendor that is EFT ready. This E00 Mail Code may be used by agencies when making EFT payments.

In cases where money is due to the State of Michigan or a garnishment/levy has been served to the State Treasurer, the amount of the payment will be reduced and payment will be sent on a paper check. The primary circumstances that would cause the system to convert an EFT payment into a paper warrant are:

- Treasury Offset: State Treasurers Account Receivables (STAR) or Garnishment and Levy (GAL)
- Vendor Bank Information is unavailable

Eight Payment Distribution Types (PDTs) exist for EFT to warrant conversion situations. These eight PDTs are system generated in R*STARS during payment processing to convert EFTs to warrants due to Treasury offset or unavailable Vendor Bank Information. (see EFT Conversion to Warrant Section).

The ADPICS payment processing screens, 1605 Travel Auth/Adv Header Entry, 1700 Credit Memo Header Entry, 1800 Direct Voucher Header Entry and 1900 Travel Voucher Header Entry are used to process EFT payments and have Mail Code <F2> lookup and retrieval functionality. Once accessed, the 5999 Table Lookup shows Mail Codes with EFT indicators of either ‘N’ or ‘Y’ to reflect their EFT readiness.

The 47E Event Request allows users to enter EFT event requests for reversals and reclamations. Treasury approves the requests on the 47F EFT Event Approval Listing. The 47K EFT Document/Payment Range Cancellation allows users to request cancellation of EFT payment(s). Three other R*STARS screens are available to assist with EFT event/payment inquiry: 47G EFT Event Details, 47H EFT Transaction Detail Inquiry and the 47J EFT Payment Amount Inquiry.

AN EFT Clearing Fund requiring reconciliation exists. (See EFT Clearing Fund Section)

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5200 VENDOR TABLE INQUIRY

```
PCHL5200 V4.1          ADVANCED PURCHASING/INVENTORY    MM/DD/YYYY    7:36 AM
LINK TO:                VENDOR TABLE INQUIRY

VENDOR ID : 2386004005 - HARTFORD PUBLIC SCHOOLS
PROPRIETOR:
1099 IND: N CREATED    : MM/DD/YYYY  ALT. NO.:          EFT: Y NAME CNT : HART
VEN TYPE: 7 UPDATED    : MM/DD/YYYY  NOTE   : Y        W9: Y      BACKUP IND: N
DELETE  : N PARENT TIN:                DUNN NO.:          STATE TAX : N
MAIL CD.: 000 ----- LOC NO: 000000005704
  ATTN-1:                                PHONE:
  ATTN-2:                                FAX  :
  ATTN-3:
  STREET: 115 SCHOOL STREET UNIT B
  CITY : HARTFORD                      ST: MI ZIP: 49057      MAIL TYPES
  COUNTRY : USA  REGION:                COUNTY:          EFT BU BI RM PO
  CONTACT :                               Y  Y  N  N  N
  ASSIGN TO: -
  PAY TYPE :

                                DEPOSIT DATE :
  STRT DATE:                    ACCT HOLDER :
  EXP DATE :                    SINGLE CHECK :          LOCKBOX:
F1-HELP      F2-SELECT          F4-ALT NAMES F5-NEXT VEN F6-COMMODITY
              F8-NEXT ADDR F9-LINK          F11-ADDRESS F12-STATUS
G083 - VENDOR HEADER AND VENDOR MAIL CODE RECORD FOUND
```

- An EFT 'Y/N' indicator, designates whether or not the vendor/payee is EFT ready. The default value is 'N'.
- An EFT Mail Type 'Y/N' indicator, designates whether the Mail Code is EFT ready. The default value is 'N'.

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5220 Vendor Address Summary Inquiry

PCHL5220 V4.1	ADVANCED PURCHASING/INVENTORY	MM/DD/YYYY	7:19 AM
LINK TO:	VENDOR ADDRESS SUMMARY INQUIRY		
VENDOR ID: 2386004005 - HARTFORD PUBLIC SCHOOLS			NOTE: Y
S	CODE	ADDRESS	
	E00		
		115 SCHOOL ST UNIT B	EFT:Y BU:Y BI:Y RM:Y PO:Y
	CITY:	HARTFORD	ST: MI ZIP: 49057 ACTIVE:Y
	000		
		115 SCHOOL STREET UNIT B	EFT:Y BU:Y BI:N RM:N PO:N
	CITY:	HARTFORD	ST: MI ZIP: 49057 ACTIVE:Y
	001		
		115 B SCHOOL STREET	EFT:Y BU:N BI:N RM:N PO:N
	CITY:	HARTFORD	ST: MI ZIP: 49057 ACTIVE:N
	002		AND ED
		115 SCHOOL ST UNIT B	EFT:N BU: BI:Y RM:Y PO:Y
	CITY:	HARTFORD	ST: MI ZIP: 49057 ACTIVE:Y
	006		
		115 SCHOOL STREET UNIT B	EFT:Y BU:Y BI:N RM:N PO:N
	CITY:	HARTFORD	ST: MI ZIP: 49057 ACTIVE:Y
F1-HELP	F2-SELECT	F5-NEXT	
	F8-NEXT PG	F9-LINK	
G014 - RECORD FOUND			

- An EFT 'Y/N' indicator, designates whether the Mail Code is EFT ready. The default value is 'N'.

PDT (Payment Distribution Type) - A two-character field, which identifies a payment as a warrant, EFT or wire transfer. The PDT also identifies how transactions should be combined. PDTs are defined in ADPICS on 5750 Miscellaneous Tables and in R*STARS on the D50 Payment Distribution Type Profile.

EFT PDTS – DA, DD, D2, D3

The EFT PDTs determine how payment transactions should be combined for EFTs. EFT PDTs that merge across documents (DA and D2) will merge EFT payments within an agency. EFT Payments will combine in the same way warrants do; they will not cross agencies.

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<u>File Identification</u>	<u>User Key</u>	<u>Data</u>
Payment Codes	DA	Electronic Funds Transfer (EFT); Across Documents; Accounts Receivable Offset
Payment Codes	DD	Electronic Funds Transfer (EFT); Across Funds; Accounts Receivable Offset
Payment Codes	D2	Electronic Funds Transfer (EFT); Across Documents; No Accounts Receivable Offset
Payment Codes	D3	Electronic Funds Transfer (EFT); Across Funds; No Accounts Receivable Offset

ADPICS EFT PAYMENT PROCESSING EXAMPLE

Five ADPICS payment processing screens will generate EFT payments. 1410 Voucher Header Entry, 1605 Travel Auth/Adv Header Entry, 1700 Credit Memo Header Entry, 1800 Direct Voucher Header Entry, 1900 Travel Voucher Header Entry.

PCHL1800 V4.1		ADVANCED PURCHASING/INVENTORY		MM/DD/YYYY 10:33 AM	
LINK TO:		DIRECT VOUCHER HEADER ENTRY			
DIR VOUCHER ID:		DOC TYPE: DV		EFF DATE:	
ACTION IND : N		DUE DATE:		INTF TYPE: DV	
PDT:		DMI:R		BANK ID: 000	
VEN INVOICE NO:		DSC TRMS: NET		PYMNT NO:	
DEPARTMENT : LCC		LORRAINE'S CAT CORRECTIONAL FA		DOC RF NO:	
CONTACT :				NOTE : N	
TELEPHONE :		EXT:		STATUS:	
VOUCHER AMOUNT:		BPO ID:		CREATE:	
VENDOR ID :				UPDATE:	
ADDRESS :				POST :	
				MUPC :	
		1099: SERVICE DATE:			
CITY :		ST: MI		ZIP: CTRY:	
VOUCHER DESC :		CLIENT/PATIENT NO :			
DISTRIB METHOD: S		REJECT CODE:		FCO : DATE OF SERVICE :	
SX AGY AY INDEX PCA		COBJ AOBJ GRANT		PH PROJ PH AG1 AG2 AG3 PERCENT	
F1-HELP		F2-SELECT		F3-DELETE	
		F8-SEL TERMS		F9-LINK	
		F10-SAVE		F5-NEXT	
				F6-VIEW DOC	
				F11-VW ACCT	

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Entry Tips for EFT Payment Processing Using 1800 Direct Voucher Header Entry as an example.

- The 1800 Direct Voucher Header Entry is accessed from the 1000 Accounts Payable Menu when <F8> is selected
- **PDT** – (Payment Distribution Type). EFT PDTs are DA, DD, D2, D3. (see EFT PDT Chart)
- The **DMI** or Disbursement Method Indicator used for EFTs will be **R** (Regular). EFTs will not be issued with a DMI of M (Manual), L (Local), or E (Expedite).
- **BANK ID** – The Bank ID used with the EFT payment will vary depending on agency and Treasury policy. Agencies may use the Bank IDs they use for warrants, whether it is 000 or another Bank ID.
- **VENDOR ID** – From the VENDOR ID field, press <F2 SELECT> to access the 1200 Vendor Name Inquiry, select the Vendor and press <F2 SELECT> to access the 5200 Vendor Table Inquiry

PCHL5200 V4.1	ADVANCED PURCHASING/INVENTORY	MM/DD/YYYY	3:05 PM
LINK TO:	VENDOR TABLE INQUIRY		
VENDOR ID : 2386004005 - HARTFORD PUBLIC SCHOOLS			
PROPRIETOR:		EFT: Y	NAME CNT :HART
1099 IND: N	CREATED : MM/DD/YYYY	ALT. NO.:	BACKUP IND: N
VEN TYPE: 7	UPDATED : MM/DD/YYYY	NOTE : N	W9: Y
DELETE : N	PARENT TIN:	DUNN NO.:	LOC NO:
MAIL CD.: 001 -----			
ATTN-1:		PHONE:	
ATTN-2: HARTFORD PUBLIC SCHOOLS		FAX :	
ATTN-3:			
STREET: 115 B SCHOOL STREET		MAIL TYPES	
CITY : HARTFORD		ST: MI ZIP: 49057	
COUNTRY : USA		REGION: COUNTY:	
CONTACT :		EFT BU BI RM PO	
ASSIGN TO: -		Y Y N N N	
PAY TYPE :			
STRT DATE:		DEPOSIT DATE :	
EXP DATE :		ACCT HOLDER :	
F1-HELP		SINGLE CHECK : N	
F2-SELECT		LOCKBOX:	
F8-NEXT ADDR		F4-ALT NAMES	
F9-LINK		F5-NEXT VEN	
		F6-COMMODITY	
		F11-ADDRESS	
		F12-STATUS	

- Note the vendor is EFT ready*. Clear back to the 1200 Vendor Name Inquiry, enter an 'S' next to the desired vendor and press <F6-RETURN> to return the EFT ready vendor number to the 1800 Direct Voucher Header Entry VENDOR ID field, or enter the vendor number in the field.

- From the ADDRESS field press <F2-SELECT> to access the 5999 Table Lookup.

- **MAIL CODE** – The Mail Code used for EFT payments must be ready, which means it will have a ‘Y’ indicator in the EFT field. If a vendor successfully signs up to receive payments by EFT, then all Mail Codes will be EFT ready (except an assignment or multiple payee Mail Code).
- **For regular EFT payment processing, use the <F2> lookup from the ADDRESS field and choose the EFT ready Mail Code that matches the vendor invoice.** If the EFT is later converted to a warrant, it will be mailed to the vendor invoice address (see EFTs converted to warrant section).
- An E00 Mail Code will be created for each vendor that is EFT ready. Agencies will be able to use the E00 Mail Code if they wish.
- If any Mail Code with an indicator of ‘N’ is used with an EFT PDT (DA, DD, D2, D3), the posted payment will produce a warrant due to lack of Vendor Bank Information

PCHL5999	ADVANCED PURCHASING/INVENTORY	MM/DD/YYYY	8:08 AM
TABLE LOOKUP			
S	VENDOR MAIL CODE	EFT	TITLE

	E00	Y	115 SCHOOL ST UNIT B
	000	Y	115 SCHOOL STREET UNIT B
S	001	Y	115 B SCHOOL STREET
	002	N	115 SCHOOL ST UNIT B
	006	Y	115 SCHOOL STREET UNIT B
	200	Y	115 SCHOOL ST UNIT B
F2-SELECT			
F8-NEXT PG			
G014 - RECORD FOUND			

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- From the 5999 Table Lookup select the correct EFT Mail Code, and press <F2-SELECT> to return your selection to the header

1800 Direct Voucher Header Entry

PCHL1800 V4.1	ADVANCED PURCHASING/INVENTORY	MM/DD/YYYY	10:33 AM
LINK TO:	DIRECT VOUCHER HEADER ENTRY		
DIR VOUCHER ID:	DOC TYPE: DV	EFF DATE : MM/DD/YYYY	
ACTION IND : N	DUE DATE: MM/DD/YYYY	INTF TYPE: DV	
PDT: D3	DMI: R	BANK ID: 000	PYMNT NO :
VEN INVOICE NO: 123	DSC TRMS: NET	DOC RF NO:	
DEPARTMENT : LCC	LORRAINE'S CAT CORRECTIONAL FA	NOTE : N	
CONTACT : LORRAINE		STATUS:	
TELEPHONE : 517 241-7409 EXT		CREATE: MM/DD/YY	
VOUCHER AMOUNT: 1,900.00	BPO ID :	UPDATE: MM/DD/YY	
VENDOR ID : 2386004005	HARTFORD PUBLIC SCHOOLS	POST :	
ADDRESS 001 :		MUPC :	
115 B SCHOOL STREET	1099: SERVICE DATE: MM/DD/YYYY		
CITY : HARTFORD	ST: MI ZIP: 49057	CTRY: USA	
VOUCHER DESC :	CLIENT/PATIENT NO :		
DISTRIB METHOD: S	REJECT CODE:	FCO :	DATE OF SERVICE :
SX AGY AY INDEX PCA	COBJ AOBJ GRANT	PH PROJ	PH AG1 AG2 AG3 PERCENT
F1-HELP	F2-SELECT	F3-DELETE	F5-NEXT
	F8-SEL TERMS	F9-LINK	F6-VIEW DOC
	F10-SAVE	F11-VW ACCT	

- Continue and post the Direct Voucher as you would for a non-EFT payment

R*STARS EFT SCREENS

The EFT Payment Menu in R*STARS provides access to three EFT payment processing inquiry screens, two EFT event request and approval screens and one cancellation screen.

- At the R*STARS Main Menu press <F8> for the Payment Processing Menu
- At the Payment Processing Menu press <F6> for the EFT Payment Menu

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EFT Payment Menu

```
S000 VER 2.0      STATE OF MICHIGAN -- ACCEPTANCE TEST (TMAIN)  MM/DD/YY  09:20 AM
LINK TO:          PAYE                      EFT PAYMENT MENU

(2)      47E      EFT EVENT REQUEST
(3)      47F      EFT EVENT APPROVAL LISTING
(4)      47G      EFT EVENT DETAILS
(5)      47H      EFT TRANSACTION DETAIL INQUIRY
(6)      47J      EFT PAYMENT AMOUNT INQUIRY
(7)      47K      EFT DOC/PMT RANGE CANCELLATION

F1-HELP  F9-INTERRUPT  CLEAR-EXIT
```

- From the EFT Payment Menu select <F2> to access the 47E EFT Event Request screen

47E EFT Event Request screen

```
S47E VER 2.0      STATE OF MICHIGAN -- ACCEPTANCE TEST (TMAIN)  MM/DD/YY  09:26 AM
LINK TO:          EFT EVENT REQUEST

EFT SOURCE: V      ODFI BANK ID: 030      EFT EVENT NO: 000000824
TRANS TYPE:
REASON CODE:
FI SEQ NO: 001      RM DELIVERY METHOD: W      ACCOUNT INDICATOR: C
EFT AMOUNT:          9800.00      RDFI NAME: BANK ONE, MICHIGAN
VENDOR: 2380864715      BANK ONE MICHIGAN

REC  SEQ TRN EFFECT  ----- REASON -----  -- REQUEST -- REQUESTOR PRC
S  TYP NO  TYP DATE   CODE   DESCRIPTION          DATE  TIME  USER ID  IND
  H 0002 RV 10112004 U01 ISSUED IN ERROR      20041009 10.03 #07NKJ    A
  H 0001 PM 10062004

Z06 RECORD SUCCESSFULLY RECALLED

F1-HELP  F2-EVENT DTL  F3-DELETE      F4-PMT AMOUNT
F9-INT   F10-SAVE     F11-SAVE/CLEAR ENTER-INQUIRE      CLEAR-EXIT
```

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47E Description of EFT Event Request screen

- This screen allows entry of an EFT Event Request for reversals and reclamations and also allows users to view up to nine transactions for an EFT Event
- The screen contains history details of an EFT payment. It helps keep track of the life cycle of an EFT payment by creating one record per transaction, i.e.: one record for payment, one record for reversal, one record for return, etc. This screen contains both inbound bank initiated EFT events and outbound payment records.
- Authorized Agency users can make reversal and reclamation requests using the 47E Event Request. Treasury approves using the 47F EFT Event Approval.
- All currently pending event requests and most recent transactions from EFT History will be displayed
- Users with appropriate security may enter a new event request with a valid **Transaction Type** (**RC** = reclamation, **RV** = reversal and **CN**= cancellation) and a corresponding Reason Code

REASON CODE

For reversals, reclamations and cancellations, the reason code indicates why the transaction occurred. Reason codes are found in the D54 Systems Parameter Profile with Table ID of 'EFT', Key1 of 'RSNCD', and Key2 as 'RC' for reclamation, 'RV' for reversal and 'CN' for cancellation. Key3 lists the reason codes within each transaction type.

Reclamation Reason Code

U31 – Deceased Payee – Not entitled to Payment

Reversal and Cancellation Reason Codes

U01 – Issued in Error

U02 – Incorrect Vendor

U03 – Incorrect Amount

U04 – Incorrect Accounting Classification

U05 – Duplicate Payment

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- The reversing entry must be transmitted or made available to the Receiving Depository Financial Institution (RDFI) by midnight of the 5th banking day following settlement of the erroneous entry
- Approved requests ready to be processed are picked up by the daily batch cycle and a Reversal/ Reclamation file will be prepared for transmittal to the bank
- If the Originating Depository Financial Institution (ODFI) has already initiated a return for an EFT Event, the reversal or reclamation request, pending or approved, will error out
- Pending requests, unapproved or erred, may be deleted on the 47E EFT Event Request screen

PROCESS INDICATORS FOR REVERSAL AND RECLAMATION EVENT REQUESTS

RECORD TYPE = C – Record is retrieved from the pending requests table. There are five possible process indicator values for pending requests

- **T** – Waiting for Treasury approval. There can be only one pending request waiting for Treasury approval per EFT Event.
- **R** – Ready for processing after approval
- **D** – Rejected, handled manually by Treasury
- **N** – Request rejected and not processed
- **E** – Erred by batch processing

RECORD TYPE = H – Record is retrieved from the history table. There are six possible process indicator values when Record Type = H.

- **F** – File generated and processed by the system
- **J** – Rejected by Originating Depository Financial Institution Bank
- **C** – Return/Notification of Change processed and updates done to Payee Financial Institution Acct Table
- **M** – Return/Notification of Change processed and updates not done to Payee Financial Institution Acct Table
- **A** – Transaction accepted by Originating Depository Financial Institution Bank
- **L** – Transaction was cancelled

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47E Function Keys

Function Key	Action
F1-HELP	Transfers to the 90 News/Help Table. This screen displays help information for the screen being viewed when <F1> is selected.
F2-EVENT DTL	Transfers to 47G EFT Event Detail for the record marked with an 'S' in the selection indicator column to view more Event details about the selected record.
F3-DELETE	Deletes the pending requests record marked with 'S' in the selection indicator column with proper security. If record does not exist, an error message is displayed.
F4-PMT AMOUNT	Transfers to the 47J EFT Payment Amount Inquiry.
F9-INT	Initiates an active interrupt to another screen or ends an active interrupt returning the user to the original screen.
F10-SAVE	The system saves record information in the database. If the record already exists, an error message is displayed.
F11-SAVE/CLEAR	The system saves record information in the database and the screen is cleared. If the record already exists, an error message is displayed.
ENTER-INQUIRE	The system retrieves and displays the record from the database. If the record does not exist or the user does not have proper security to access this screen, an error message is displayed.
CLEAR-EXIT	The system returns the user to the last menu associated with that screen.

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47E Input

Element	Description
EFT SOURCE	User must enter 'V' (MAIN FACS), 'P' (HRMN/DCDS), 'T' (IIT Income Tax Refund) or 'R' (RETIREMENT). If not one of those items, an error message is displayed for this required field.
ODFI BANK ID	Field must be entered and can be edited by the user. If it is not a valid ODFI Bank ID, an error message is displayed.
EFT EVENT NO	This required field can be entered by the user and must be numeric and greater than zero.
TRANS TYPE	This required field must be a valid transaction type. The system retrieves the transaction title corresponding to the transaction type entered by the user. This can be done by looking in the D54 profile with Table ID of 'EFT', Key1 of 'ACHT' and Key2 as Transaction Type. Valid transaction types include 'RC' – Reclamation and 'RV' – Reversal.
REASON CODE	A valid reason code for the transaction type is required. The system validates against the D54 profile and retrieves the description for the reason code.
FI SEQ NO	System retrieved Financial Institution Sequence Number based on EFT Source, ODFI Bank ID and Event No.
RM DELIVERY METHOD	System retrieved Remittance Delivery Method based on the vendor specified Financial Institution Account Record. W -Web, or B -Vendor's Financial Institution and Web.
ACCOUNT INDICATOR	System retrieved Account Indicator based on what the vendor has specified on their Financial Institution Account Record. C = Commercial, P = Personal
EFT AMOUNT	System retrieved EFT Amount based on EFT Source, ODFI Bank ID and Event No.
FI NAME	System retrieved Financial Institution Name based on the routing number of the financial institution.
VENDOR	System retrieved Vendor ID and Vendor Name.
S	Enter an 'S' in the Select Indicator field to select an Event detail line. When <F2> is selected, the system transfers to the 47G EFT Event Details to display complete details of the specific sequence of the EFT Event. When <F3> is selected, the system deletes only unapproved or erred pending requests.
REC TYP	System retrieved Record Type. If the record is retrieved from the History Table, the Record Type is set to 'H'. If the record is retrieved from the Pending Request Table, the Record Type is set to 'C'.
SEQ NO	System retrieved Sequence No. based on the EFT Source, ODFI Bank ID and Event No.

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TRN TYP	System retrieved. Examples are: CN = Cancellation, RC = Reclamation, RV = Reversal, PM = Payment, PC = Notification of Change for Payment, R1 = Returned Payment, R2 = Returned Reversal, R3 = Returned Reclamation or may be blank, R4 = Returned Cancellation.
EFFECT DATE	Contains the Effective Date of the transaction. This field is filled only for History records and not for pending request records.
REASON CODE	System retrieved Reason Code.
REASON DESCRIPTION	System retrieved Reason Description based on Reason Code.
REQUEST DATE	System retrieved Request Date based on the EFT Source, ODFI Bank ID and Event No.
REQUEST TIME	System retrieved Request Time based on the EFT Source, ODFI Bank ID and Event No.
REQUESTOR USER ID	System retrieved Requestor User Id based on the EFT Source, ODFI Bank ID and Event No.
PROCESS INDICATOR	<p>For Record Type C the record is retrieved from the Pending Request Table.</p> <ul style="list-style-type: none"> • T – Waiting for Treasury approval • R – Ready for processing after approval • N – Rejected, not processed • D – Rejected, handled manually by Treasury • E – Erred by batch processing due to out of sequence <p>For Record Type H the record is retrieved from the History Table.</p> <ul style="list-style-type: none"> • F – File generated and processed by the system • J – Rejected by Originating Depository Financial Institution Bank • C – Return/Notification of Change processed and updates done to Payee Financial Institution Acct Table • M – Return/Notification of Change processed and updates not done to Payee Financial Institution Acct Table • A – Transaction accepted by Originating Depository Financial Institution Bank • L – Transaction was cancelled

- The 47G EFT Event Details can be viewed by placing an 'S' in the select field of detail record and pressing <F2-EVENT DTL>

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47G EFT Event Details

S47G VER 2.0 STATE OF MICHIGAN -- ACCEPTANCE TEST (TMAIN) MM/DD/YY 09:45 AM
LINK TO: EFT EVENT DETAILS

EFT SOURCE: V ODFI BANK ID: 030 EFT EVENT NO: 000000824 SEQ#: 0001 REC TYP: H

EFT AMOUNT: 9800.00 C EFFECTIVE DATE: 10062004
PROCESS IND: A ACCEPTED BY ODFI BANK TRANS GEN IND: Y
RDFI NAME: BANK ONE, MICHIGAN
FI SEQ NO: 001 RM DEL METHD: W ACCOUNT IND: C
VENDOR: 2380864715 BANK ONE MICHIGAN
TRANS TYPE: PM PAYMENT PFOS DATA:
NO. OF INV RECS: 1 NO. OF TXT RECS: 0 BATCH NO: 000000022
PMT FORMAT CODE: CCD PMT GENER DATE: 10022004 TIME: 22.30
REQUESTOR USER ID: REQUESTED DATE: TIME:
APPROVER USER ID: APPROVAL DATE: TIME:
REASON CODE: RET/NOC INIT BY:
RETURN AMOUNT: DEATH DATE NOTIFIC:
COR VENDOR NAME: RETURN TRACE NO:

PAYEE DATABASE UPDATE INDICATORS:

ROUTING NUMBER: ACCOUNT NUMBER: ACCOUNT TYP:
Z06 RECORD SUCCESSFULLY RECALLED

F1-HELP F4-PMT AMOUNT F5-NEXT F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT

Description of 47G EFT Event Details

- This inquiry screen can be accessed from the EFT Payment Menu then <F4> is selected
- It displays EFT event details based on control key fields
- EFT Events include Payments, Notification of Change (NOC), Reversals, Reclamations, Returns, Cancellations, Returned Reversals, Returned Reclamations and Returned Cancellations
- A user may scroll through and view transaction records by pressing the <F5-NEXT> function key. Control Key fields for this screen include: EFT SOURCE, ODFI BANK ID, EFT EVENT NO and SEQ #.

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Training Material

47G Function Keys

Function key	Action
F1 – HELP	Transfers to 90 News/Help Table. This screen displays help information for the screen being viewed when <F1> is selected.
F4 –PMT AMOUNT	Transfers to the 47J EFT Payment Amount Inquiry to view all data elements necessary to generate EFT clearing fund transfer out payment transactions.
F5 – NEXT	Displays the details of the next EFT transaction record with EFT Source and ODFI Bank ID.
F9 – INTERRUPT	Either initiates an active interrupt to another screen or ends an active interrupt returning to the original screen.
ENTER – INQUIRE	Retrieves and displays the details for the entered sequence number of the EFT event entered. If the record does not exist or the user does not have security to access this screen, an error message is displayed and processing stops.
CLEAR-EXIT	The system returns the user to the last menu associated with that screen.

47G Input

Element	Description
EFT SOURCE	User must enter 'V' (MAIN FACS), 'P' (HRMN/DCDS), 'T' (IIT Income Tax Refund) or 'R' (RETIREMENT). If not one of those items, an error message is displayed for this required field.
ODFI BANK ID	Must be entered. If not a valid Originating Depository Financial Institution Bank ID, an error message is displayed.
EFT EVENT NO	Must be numeric and greater than zero. This required field is entered by the user.
SEQ #	Must be numeric and greater than zero. Entered by user.
REC TYP	Must be 'H' (History) or 'C' (Pending Request). Defaults to 'H'.
EFT AMOUNT	System retrieved
EFFECTIVE DATE	System retrieved
PROCESS IND	System retrieved
TRANS GEN IND	System retrieved from history table otherwise moves 'N' to this field.

MAIN FACS

SELF-STUDY

Training Material

Element	Description
RDFI NAME	System retrieved Financial Institution routing name will be retrieved based on the routing number.
FI SEQ NO	System retrieved
RM DEL METHD	System retrieved. W = Web, B = Web and Bank.
ACCOUNT IND	System retrieved. C = Commercial, P = Personal.
VENDOR	System retrieved Vendor No and Vendor Name.
TRANS TYPE	System retrieved. Examples are: CN = Cancellation, RC = Reclamation, RV = Reversal, PM = Payment, PC = Notification of Change for Payment, R1 = Returned Payment, R2 = Returned Reversal, R3 = Returned Reclamation, R4 = Returned Cancellation.
PFOS DATA	System retrieved
NO. OF INV RECS	System retrieved
NO. OF TXT RECS	System retrieved
BATCH NO	System retrieved
PMT FORMAT CODE	System retrieved
PMT GENER DATE	System retrieved
PMT GENER TIME	System retrieved
REQUESTOR USERID	System retrieved
REQUESTED DATE	System retrieved
REQUESTED TIME	System retrieved
APPROVER USERID	System retrieved
APPROVAL DATE	System retrieved
APPROVAL TIME	System retrieved
REASON CODE	System retrieved
RET/NOC INIT BY	Valid Values are ODFI and RDFI. System populates this value.
RETURN AMOUNT	System retrieved
DEATH DATE NOTIFIC	System retrieved
COR VENDOR NAME	System retrieved

Element	Description
RETURN TRACE NO	System retrieved
ROUTING NUMBER INDICATOR	System retrieved
ACCOUNT NUMBER INDICATOR	System retrieved
ACCOUNT TYPE INDICATOR	System retrieved

```

S47H VER 2.0      STATE OF MICHIGAN -- ACCEPTANCE TEST (TMAIN)  MM/DD/YY 09:48 AM
LINK TO:          EFT TRANSACTION DETAIL INQUIRY

EFT SOURCE: V      ODFI BANK ID: 030      EFT EVENT NO: 000000824

S BANK      EFT      -----BATCH-----      -----DOCUMENT-----
  ID      NUMBER  AGY      DATE      TYP  NO      SEQ NO  AGY      NUMBER /  SFX FY
000      068028768 KTB      20041002   A    L01      00001   KTB      W5200001 001 05
000      068028768 KTB      20041002   A    L01      00002   KTB      W5200001 002 05

F1-HELP  F2-AE INQ/DOC INQ  F8-NEXT PAGE  F9-INTERRUPT  ENTER-INQ  CLEAR-EXIT

```

- This inquiry screen is accessed from the EFT Payment Menu then <F5> is selected
- The 47H EFT Transaction Detail Inquiry shows batch and document information for all payment transactions associated with an EFT Event.

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SELF-STUDY

Training Material

- Users can view the 84 Accounting Event Record Inquiry for a vendor EFT Event record when EFT SOURCE is “V” (MAIN FACS), by placing an ‘S’ in the selected field of the detail record and pressing <F2-AE INQ/DOC INQ>
- Users can view the 86 Document Transaction Inquiry for a non-vendor EFT Event record, when EFT SOURCE is ‘I’ (IIT Income Tax Refund), ‘P’ (HRMN//DCDS) or ‘R’(Retirement) by placing an ‘S’ in the selected field of the detail record and pressing <F2-AE INQ/DOC INQ>
- Control key fields for this screen include EFT SOURCE, ODFI BANK ID, and EFT EVENT NO

47H Function Keys

Function Key	Action
F1-HELP	Transfers to the 90 News/Help Table. This screen displays help information for the screen being viewed when <F1> is selected.
F2-AE INQ/DOC INQ	Transfers to the 84 Accounting Event Record Inquiry when (EFT SOURCE is ‘V’ (MAIN FACS)) or to the 86 Document Transaction Inquiry for non-vendor EFT Event record (EFT SOURCE is ‘I’ (IIT Income Tax Refund), ‘P’ (HRMN/PRISM/DCDS) or ‘R’ (Retirement)) by placing ‘S’ in the select indicator column.
F8-NEXT PAGE	Next page is retrieved and displayed.
F9-INTERRUPT	Initiates an active interrupt to another screen and ends an active interrupt returning the user to the original screen.
ENTER-INQ	The system retrieves and displays the record. If the record does not exist or the user does not have proper security to access this screen, an error message is displayed.
CLEAR-EXIT	The system returns the user to the last menu associated with that screen.

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Training Material

47H Input

Element	Description
EFT SOURCE	User must enter 'V' (MAIN FACS), 'P' (HRMN/PRISM/DCDS), 'I' (IIT) or 'R' (Retirement). If not an error message is displayed.
ODFI BANK ID	Must be entered. If not a valid ODFI Bank ID, an error message is displayed.
EFT EVENT NO	Must be numeric and greater than zero. Entered by user.
S	Select Indicator field. Enter an 'S' in this field to select a transaction detail line. When <F2> is selected, if EFT source is 'V', the system transfers to the 84 Vendor Inquiry to view detail accounting classification elements for the financial transaction selected. Otherwise, the system transfers to the 86 Document Transaction Inquiry to view active accounting event details by document agency, document number, and document number suffix.
BANK ID	System retrieved
EFT NUMBER	System retrieved
BATCH AGY	System retrieved
BATCH DATE	System retrieved
BATCH TYP	System retrieved
BATCH NO	System retrieved
BATCH SEQ NO	System retrieved
DOCUMENT AGY	System retrieved
DOCUMENT NUMBER	System retrieved
DOCUMENT NUMBER SFX	System retrieved
DOCUMENT FY	System retrieved

47J EFT Payment Amount Inquiry

```

S47J VER 2.0      STATE OF MICHIGAN -- ACCEPTANCE TEST (TMAIN)  MM/DD/YY 09:51 AM
LINK TO:          EFT PAYMENT AMOUNT INQUIRY

EFT SOURCE: V      ODFI BANK ID: 030      EFT EVENT NO: 000000824
EFT AMOUNT:        9800.00      VENDOR: 2380864715 BANK ONE MICHIGAN

S  BANK          EFT      BATCH      PAYMENT      APPN      COBJ      AOBJ      FUND AY VEN
   ID            NUMBER    AGY        AMOUNT
000    068028768    KTB          9800.00  99840      0974          9840 05 001

F1-HELP  F2-PMT INQ  F6-VEN TRANS  F8-NEXT PG  F9-INT ENTER-INQ  CLEAR-EXIT

```

Description of 47J EFT Payment Amount Inquiry

- The 47J EFT Payment Amount Inquiry can be accessed from the EFT Payment Menu then <F6> is selected
- This inquiry screen shows EFT Event detail for an EFT Event including amounts and accounts
- From the 47J screen, users can view the 44 Single Payment Inquiry by placing an 'S' in the select field of a detail record and pressing <F2-PMT INQ>
- Users can view the 85 Vendor Transaction Inquiry by placing 'S' in the select field of a detail record and pressing <F6 –VEN TRANS>
- Control key fields for this screen include EFT SOURCE, ODFI BANK ID, and EFT EVENT NO

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Training Material

47J Function Keys

Function Key	Action
F1-HELP	Transfers to the 90 News/Help Table. This screen displays help information for the screen being viewed when <F1> is selected.
F2-PMT INQ	Transfers to the 44 Single Payment Inquiry by placing 'S' in the select indicator column.
F6-VEN TRANS	Transfers to the 85 Vendor Transaction Inquiry by placing 'S' in the select indicator column.
F8 – NEXT PG	Next page is retrieved and displayed.
F9-INT	Initiates an active interrupt to another screen and ends an active interrupt returning the user to the original screen.
ENTER-INQ	The system retrieves and displays the record. If the record does not exist or the user does not have proper security to access this screen, an error message is displayed.
CLEAR-EXIT	The system returns the user to the last menu associated with that screen.

47J Input

Element	Description
EFT SOURCE	User must enter 'V' (MAIN FACS), 'P' (HRMN/DCDS), 'T' (IIT Income Tax Refund) or 'R' (RETIREMENT). If not one of those items, an error message is displayed for this required field.
ODFI BANK ID	Required. If not a valid ODFI Bank ID, an error message is displayed.
EFT EVENT NO	Must be numeric and greater than zero.
EFT AMOUNT	System retrieved
VENDOR	System retrieved Vendor Name and Vendor Number.
S	Select Indicator field. Enter an 'S' in this field to select a transaction detail line. When user selects <F2-PMT INQ>, system transfers to the 44 Single Payment Inquiry using the Bank ID and EFT Number selected as key values. When user selects <F6 – VEN TRANS>, the system transfers to the 85 Vendor Transaction Inquiry.
BANK ID	System retrieved
EFT NUMBER	System retrieved
BATCH AGY	System retrieved
PAYMENT	System retrieved

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Training Material

AMOUNT	
APPN	System retrieved clearing fund transaction appropriation line item (20).
COBJ	System retrieved clearing fund transaction comptroller object (D10) from database.
AOBJ	System retrieved clearing fund transaction agency object (D11).
FUND	System retrieved clearing fund transaction fund (D23).
AY	System retrieved budget year associated with clearing fund transaction.
VEN MC	System retrieved vendor Mail Code.

47K EFT DOCUMENT/PAYMENT RANGE CANCELLATION

S47K VER 2.0	STATE OF MICHIGAN PRODUCTION REGION (PMAIN)	MM/DD/YY	04:32 PM
LINK TO:	EFT DOCUMENT/PAYMENT RANGE CANCELLATION		PROD
TRANSACTION TYPE: REASON CODE:			
CANCEL BY DOCUMENT RANGE: FY: DOC AGY: BEG DOC NO: END DOC NO:			
OR			
CANCEL BY EFT EVENT RANGE: EFT SRC: ODFI BANK: BEG EVENT NO: END EVENT NO:			
TOTAL EFT COUNT: TOTAL EFT AMOUNT:			
INQUIRY SECURITY ERROR			
F1-HELP F9-INTERRUPT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT			

Description of 47K EFT Document/Payment Range Cancellation

- The purpose of this screen is to allow agencies to request cancellation of one or more EFT payments (by document range or EFT event range)
- Due to additional manual processes created, EFT cancellations should only be processed when agencies do not have an alternative to collect or adjust for incorrect EFT payment(s)
- Pending EFT requests are approved or disapproved by Treasury using the 47F EFT Event Approval Listing

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Training Material

- The 47F EFT Event Request can be used to track the transaction history. Unapproved or rejected cancellation and reversal requests can be deleted from the 47E screen.

47K Function Keys

Function key	Action
F1–HELP	Transfers to 90 News/Help tables. This screen displays help information for the screen being viewed when <F1> is selected.
F9–INTERRUPT	Either initiates an active interrupt to another screen or ends an active interrupt returning to the original screen.
F10–SAVE	The system saves record information in the database. If the record already exists, an error message is displayed.
F11–SAVE/CLEAR	The system saves record information in the database and the screen is cleared. If record already exists, an error message is displayed.
ENTER–INQ	Retrieves and displays the details for the entered sequence number of the EFT event entered. If the record does not exist or the user does not have security to access this screen, an error message is displayed and processing stops.
CLEAR–EXIT	The system returns the user to the last menu associated with that screen.

47K Input

Element	Description
TRANSACTION TYPE	Enter the two-character transaction type ('PM' Payment or "CN" – Cancellation). Before 'CN' can be entered, the EFT payment must first be recalled by entering 'PM'.
REASON CODE	Enter the three-character reason code if requesting an EFT cancellation. Valid reason codes must exist in the D54 System Parameters Profile, with Table ID 'EFT', Key 1 'RSNCD'. Key 2 'CN', Key 3 'lists specific reason codes'.
FY	Enter the two-digit fiscal year.
DOC AGY	Enter the three-character document agency.
BEG DOC NO	Enter the eight-character beginning document number.
END DOC NO	Enter the eight-character ending document number. If requesting a cancellation for only one document, the system will populate the ending document number with the beginning document number.
EFT SRC	Enter the one-character EFT source (EFT source = 'V' – MAIN FACS, 'P' – HRMN/DCDS, 'I' – IIT, or 'R' –

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Element	Description
	Retirement.
ODFI BANK	Enter the three-character ODFI (originating depository financial institution) Bank ID. This must exist in the D56 Bank ID Profile.
BEG EVENT NO	Enter the nine-digit beginning EFT event number.
END EVENT NO	Enter the nine-digit ending EFT event number. If requesting a cancellation for only one FFT event number, the system will move the beginning EFT event number to the ending EFT event number.
TOTAL EFT COUNT	The system retrieves up to a 12-digit EFT payment record count associated with the number of EFT payments requested for cancellation.
TOTAL EFT AMOUNT	The system retrieves up to a 13-digit EFT amount associated with the EFT payments requested for cancellation.

47K Input Coding Instructions

In order to cancel an EFT payment(s), it must first be recalled either by document range or by EFT event range. To recall EFT payments by document range, enter the transaction type 'PM' and the "Cancel by Document Range" fields: FY, Doc Agy, Beg Doc No, and End Doc No; then press <ENTER>. To recall an EFT payment by EFT event range, enter the transaction type 'PM' and the "Cancel by EFT Event Range" fields: EFT Src, ODFI Bank, Beg Event No, and End Event No; then press <ENTER>.

Once an EFT payment is recalled, enter the transaction type 'CN'. An EFT cancellation request can be made only for the prior day's batch run and is based on the users level of security. If the EFT Event range or document range is not from the prior batch run, an error message will be received. Once the EFT Event range or EFT document range are recalled, the user should enter "CN" in the transaction type field along with a reason code (locate the appropriate reason code on the D54 System Parameters Profile, Table ID 'EFT', Key 1 'RSNCD', Key 2 'CN', Key 3 'List Specific Reason Codes') and select <F10> or <F11> to process the request.

Treasury will approve or reject the EFT cancellation request using the 47F EFT Event Approval Listing. The cancellation program will run every day at 10:15 a.m. (therefore, all cancellations should be requested by 9:00 a.m. to allow sufficient time for Treasury approval).

Cancellations approved after the cancel program has run will be converted to reversals in the nightly batch cycle. In this circumstance, it is too late to prevent

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the EFT payment(s) from posting to a payee(s) bank account(s). The reversal transaction(s) will successfully return EFT payments from the payee(s) bank account(s) if funds are available. As with cancellations, converted reversals require Treasury approval.

If an EFT payment has been cancelled, neither the EFT payment nor cancellation information will appear as remittance detail for viewing by Vendors/Payees on the Contract & Payment Express Web site.

EFT CONVERSION TO WARRANT SITUATIONS

Treasury Offset Definitions

State Treasurer's Accounts Receivable (STAR)

State Treasurer's Accounts Receivable are maintained by Treasury and provide for the offset of funds owed to the State of Michigan by the vendor/payee for tax related or agency related debt. Star Offset is the process of taking a portion or full amount of a payment for the application to a tax liability or state agency debt.

Garnishment and Levy System (GAL)

The Garnishment and Levy System is an automated system whereby outgoing payments from the State of Michigan are offset and applied to defendant's debt. The debt can be owed to the State of Michigan, the Federal Government, or a third party. STAR has priority over GAL for the division of debt owed to the State.

Residual Warrant

Funds left after the application of the STAR Offset and/or GAL are issued to the payee as a warrant (remaining balance).

The primary circumstances that would cause the system to convert an EFT payment into a warrant are:

- Treasury (STAR or GAL) Offset
- Unavailable Vendor Bank Information. Examples are:
 - Bank information is missing or invalid
 - Payment is made using a Mail Code with an EFT indicator of 'N' and a PDT of DA, DD, D2 or D3

If an EFT payment is subject to Treasury Offset (STAR or GAL), the MAIN FACS payment processing subsystem will convert the EFT into a warrant. Treasury cashes the warrant and a residual warrant is issued if appropriate. ALSO

If an EFT payment cannot find vendor bank information, the MAIN FACS payment processing subsystem will convert the EFT into a warrant.

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In cases where **both** a Treasury offset **and** missing bank information occur – The missing bank information causes the conversion to warrant and the Treasury offset occurs afterward.

There are eight system generated PDTs that are used for EFT to warrant conversion situations. When certain conditions exist, the system will replace the original EFT PDT used on the payment with one of the eight PDTs. Identification of these eight ‘change’ PDTs during payment inquiry in R*STARS will confirm and provide a reason for the EFT conversion to warrant.

EFT PDT Crosswalk Chart

EFT PDT USED ON PAYMENT DOCUMENT:	NO VENDOR BANK INFO SYSTEM CHANGES PDT TO:	TREASURY STAR/GAL OFFSET SYSTEM CHANGES PDT TO:
DA Across Documents Accounts Receivable Offset Direct Deposit	PA Across Documents Accounts Receivable Offset Warrant written	PX Across Documents Accounts Receivable Offset Warrant written
DD Across Funds Accounts Receivable Offset Direct Deposit	PD Across Funds Accounts Receivable Offset Warrant written	PW Across Funds Accounts Receivable Offset Warrant written
D2 Across Documents No Accounts Receivable Offset Offset Direct Deposit	PB Across Documents No Accounts Receivable Offset Warrant written	PY Across Documents No Accounts Receivable Warrant written
D3 Across Funds No Accounts Receivable Offset Direct Deposit	PC Across Funds No Accounts Receivable Offset Warrant written	PZ Across Funds No Accounts Receivable Offset Warrant written

For Example: An EFT Direct Voucher was created with a PDT of DA and R*STARS payment inquiry revealed the PDT had been changed to PX. The chart shows the reason for the conversion is Treasury offset. The EFT was converted by the system into a warrant due to STAR or GAL offset.

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Training Material

Where do I look in R*STARS to find out if my PDT has been changed?

If you have...	Find the PDT information in R*STARS
Vendor Number	Screen 85
Document Number	Screen 86 to screen 84
Warrant Number	Screen 44

Payment Inquiry Process When EFT Has Converted To Warrant

An EFT Direct Voucher with a PDT of DA was created in ADPICS for \$10,000. The vendor calls with questions about the payment.

PCHL1800 V5.0		ADVANCED PURCHASING/INVENTORY		MM/DD/YYYY		10:34 AM	
LINK TO:		DIRECT VOUCHER HEADER ENTRY					
DIR VOUCHER ID: KTBW5200002		DOC TYPE: DV		EFF DATE : MM/DD/YYYY			
ACTION IND : P		DUE DATE:		INTF TYPE: DV			
PDT : DA		DMI : R		BANK ID : 000		PYMNT NO :	
VEN INVOICE NO: FGG		DSC TRMS: NET		DOC RF NO:			
DEPARTMENT : KTB		KEVIN'S AGENCY		NOTE : N			
CONTACT : KATHY BALL				STATUS: POST			
TELEPHONE : 517 373-4793		EXT		CREATE: MM/DD/YY			
VOUCHER AMOUNT: 10000.00		BPO ID :		UPDATE: MM/DD/YY			
VENDOR ID : 2380864715		BANK ONE MICHIGAN		POST : MM/DD/YY			
ADDRESS 001 :				MUPC :			
CITY : DETROIT		611 WOODWARD AV		1099: SERVICE DATE: 10/03/2004			
VOUCHER DESC :		ST: MI		ZIP: 48226		CTRY: USA	
DISTRIB METHOD: M		REJECT CODE:		FCO :		CLIENT/PATIENT NO :	
SX AGY AY INDEX PCA		COBJ AOBJ GRANT		PH PROJ		DATE OF SERVICE :	
				PH AG1 AG2 AG3		PERCENT	
F1-HELP		F2-SELECT		F3-DELETE		F5-NEXT	
		F8-SEL TERMS		F9-LINK		F6-VIEW DOC	
				F10-SAVE		F11-VW ACCT	

An R*STARS payment inquiry to check the PDT will identify situations where an EFT had been converted to a warrant and the reason for the conversion.

- From the Main Menu of R*STARS, press <F10> to access the RFM Reporting/Inquiry Menu
- Then press <F2> to access the DIM Document Inquiry Menu
- If the Vendor Number is known, press <F8> for the 85 Vendor Transaction Inquiry. This screen allows you to inquire on posted transactions pertaining to a specific vendor and Document Type for your agency.

85 Vendor Transaction Inquiry

F1-HELP F8-NEXT PAGE F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT

- Note:** Alternately, if the Voucher ID Number or Direct Voucher ID are known, begin from the DIM Document Inquiry Menu, press <F10> for the 86 Document Transaction Inquiry. For Doc Agy, use the first three digits of the document number. Tab past Org Code, and place the rest of the document number in the Doc No field. Press <ENTER>. Select one transaction by placing an S in the right hand field and press <F2-DETAIL> to access the 84 Accounting Event Record Inquiry. Once on the 84 screen press <ENTER> once to bring up the data. Note the PDT field and the payment field.

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Training Material

If the Warrant/Payment Number is known:

- Access the 44 Single Payment Inquiry by entering '44' in the 'Link To' field and pressing <ENTER>. The 44 screen also shows the PDT.
- On the 44 Single Payment Inquiry enter the BANK ID from the original ADPICS payment document and the PAYMENT NO from the 84 Accounting Event Record Inquiry or the 85 Vendor Transaction Inquiry and press <ENTER>
- The 44 Single Payment Inquiry displays all transactions related to a payment

44 Single Payment Inquiry

S044 VER 2.0		STATE OF MICHIGAN -- ACCEPTANCE TEST (TMAIN)		MM/DD/YY		10:41 AM	
LINK TO:		SINGLE PAYMENT INQUIRY					
BANK ID: 000							
PAYMENT NO: 068028769							
VENDOR/MC/NM: 2380864715 001 BANK ONE MICHIGAN							
EFT SOURCE: V		ODFI BANK ID:		EFT EVENT NO: 000262431			
ISSUE DATE: 10/06/04				PAYMENT STATUS: P			
COUNT: 00002		PAYMENT AMT: 10000.00		DOCUMENT AMT: 10000.00			
DOC NO	SFX	AGY	TC	INDEX	PCA	APP A FUND FND AY COBJ	PDT W R AMT
W5200002	001	KTB	222	12003	12003	01101 0110 0110 05 6100	PX 1 5000.00
W5200002	002	KTB	222	12003	12003	01101 0110 0110 05 6105	PX 1 5000.00
Z06 RECORD SUCCESSFULLY RECALLED							
F1-HELP F2-EVNT DTL F5-NEXT REC F8-NEXT PG F9-INT ENTER-INQ CLEAR-EXIT							

The 44 Single Payment Inquiry (using payment number) reveals the PDT was changed to PX and the EFT was converted to a warrant. PX indicates the EFT payment was changed to a warrant due to Treasury STAR or GAL offset.

How do I find out whether the Treasury offset was STAR or GAL?

47A Warrant Status Maintenance

- Access screen 47A by entering '47A' in the 'Link To' field and pressing <ENTER>

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Training Material

Note the Treasury Status Field.

```
S47A VER 2.0      STATE OF MICHIGAN -- ACCEPTANCE TEST (TMAIN)  MM/DD/YY 10:45 AM
LINK TO:          WARRANT STATUS MAINTENANCE
                  BANK ID: 000    WARRANT NUMBER: 068028769  DOCUMENT NO:
                  STATUS MAINT:   REAS CD:
                  REQUEST STATUS: REQUEST REAS CD:
                  PAID BY: 2380864715  CLEARANCE DATE: 10182004
STAT/REQUEST MAINT DATE: 10232004    (MMDDYYYY)
CLEARANCE FISCAL YR: 01              TRAN GENERATED FLAG: N
CURRENT STATUS: P
TREASURY STATUS: S
CURRENT STATUS DATE: 10182004
ISSUE DATE: 10222004
EXPIRATION DATE: 10222004
VENDOR/MC: 2380864715 001
VENDOR NAME: BANK ONE MICHIGAN
ADDRESS: 611 WOODWARD AVE
CITY/STATE/ZIP: DETROIT MI 48076
ISSUE FISCAL YR: 01      AMOUNT: 10000.00
CROSS REFERENCE NUMBER: STATUS: REPLACEMENT WARR IND:
MICROFILM NUMBER:       REEL NO:
Z26 RECORD NOT FOUND - NEXT RECORD RECALLED

F1-HELP F2-PMT INQUIRY F4-REPLACE WARR F5-NEXT F6-VEND TRANS F7-PAY REDEMP
F8-PMT STATUS APPROVAL F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT
```

- Enter BANK ID and WARRANT NUMBER and press <ENTER>

The Treasury Status of 'S, indicates the payment was subject to STAR offset.

Treasury Status Values:

- S – Payment subject to STAR offset (State Treasurer Accounts Receivable)
- G – Payment subject to GAL offset (Garnishment & Levy)
- W – Payment is written
- B – Both STAR and GAL

EFT CLEARING FUND

The EFT Clearing Fund (4500) has been created. Transaction Code 175 will be used by agencies to reclassify funds in the EFT Clearing Fund and another reclassification Transaction Code will be used by agencies to transfer cash in the EFT Clearing Fund to the correct agency fund. Agencies may utilize the agency EFT related reports, DAFR3051, DAFR3055, and DAFR3180, as well as the DAFR8200, DAFR8680, or DAFR8920 to assist in monitoring the EFT Clearing Fund. Agency profiles related to EFT functionality are:

- 20 Appropriation Number Profile – 99840
- 24 Index Code Profile – 99840
- 26 Program Cost Account Profile – 99840
- D11 Agency Object Profile – 0974

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Training Material

EFT GLOSSARY

Account Number

The Depository Financial Institution (DFI) Account Number, which is the Receiving Depository Financial Institution's (RDFI) customer identification, is obtained from any one of the following sources: (1) the "on-us" field of the magnetic ink character recognition (MICR) line of a voided check/shared draft, (2) statement of account, (3) passport, or (4) other source documents provided by the RDFI.

ACH

Automated Clearinghouse Network (ACH) is a nationwide system designed to electronically transfer funds between financial institutions using industry accepted standards. These standards were designed to ensure network security and increased efficiency of the transactions.

Assignment

An assignment for the benefit of his/her creditors voluntarily made by a debtor.

Authentication

The process of verifying the identity of the user of a secure system. Also used to verify the integrity of a message.

"B" Notice

A "B" Notice is a backup withholding notice. A first "B" notice, along with a form W-9, is sent to the payee when IRS notifies the payer that the name/TIN combination in a recently submitted Form 1099 is incorrect. The payee has 30 days to submit a corrected W-9, otherwise backup withholding will begin on any future payments.

Backup Withholding

A backup withholding system requires a payer to deduct and withhold income tax from reportable payments at a 31% rate for any one of the following reasons: (1) if the payee fails to furnish her or his TIN to the payer, or (2) if the IRS notifies the payer that the TIN furnished by the payee is incorrect.

Cancellation

An entry initiated by Treasury, in order to cancel a previously transmitted electronic payments transaction before funds are released to the receiver's account. The cancellation entry must be transmitted to the ODFI after the SOM EFT payment processing cycle is completed but before funds are released into the ACH network (by 9:00 am of the first banking day following the settlement of the erroneous entry).

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Change Codes

The reasons for which an RDFI will initiate a Notification of Change (NOC) are categorized by specific Change Codes. C01-C07, C13 are used for payment NOCs and C01-C07 are used for prenote NOCs.

- C01 Incorrect DFI Account Number
- C02 Incorrect Routing Number
- C03 Incorrect Routing Number and Incorrect DFI Account Number
- C04 Incorrect Individual Name/Receiving Company Name
- C05 Incorrect Transaction Code (Account Type)
- C06 Incorrect DFI Account Number and Incorrect Transaction Code (Account Type)
- C07 Incorrect Routing Number, Incorrect DFI Account Number, and Incorrect Transaction Code (Account Type)
- C13 Addenda Format Error (Currently addenda record is not used, but may be in future)

Consumer Account

A deposit account held by a participating Depository Financial Institution (DFI) and established by a natural person primarily for personal, family, or household and not for commercial purposes.

EDI or Electronic Data Interchange

Electronic Data Interchange is the automated, or computer- to-computer, exchange of business documents and transactions between “trading partners” (a government and its suppliers or tax remitters, for example) using standard electronic formats. EFT addenda records are an example of EDI.

EFT or Electronic Funds Transfer

An Electronic Funds Transfer is the transmission of an electronic message to a depository institution instructing it to make a book entry reflecting the transfer of ownership of funds from one depositor to another. There are three fundamentally different EFT settlement methods available:

- Immediate simultaneous settlement, such as Fedwire
- Delayed settlement such as CHIPS
- Value dated settlement, such as in ACH transactions

EFT Delivery Date

The date on which the EFT payment files are delivered to an ODFI.

EFT Issue Date

The actual date of the EFT settlement date. This is also the same as the R*STARS warrant (EFT) written date.

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EFT Settlement Date

The date on which the participating DFI or its correspondents is scheduled to be debited or credited by the Federal Reserve.

Electronic Commerce

A broad term encompassing the remote procurement and payment by businesses or consumers of goods and services through electronic systems.

Encryption

Applying algorithms to data in order to convert plaintext into ciphertext. Only intended recipient with the key can decrypt the data, thus ensuring confidentiality.

FEIN or (Federal Employer Identification Number)

A unique nine-digit number assigned to sole proprietors, partnerships, corporations, estates, trusts and other entities for tax filing and reporting purposes. An FEIN is used in connection with an entity's business activities only.

File

Means a group of entries complying with the requirement of Appendix Two (ACH Record Format Specifications), associated with a given transmittal register and the control totals set forth therein.

File Transfer Protocol (FTP)

Sharing of files (computer programs and/or data) through the transfer of data between host servers.

Firewall

A firewall is a barrier between an organization's internal network and the outside world. It protects private networks from eavesdropping, intrusion, and other attacks from the Internet by intercepting and screening/filtering all traffic to and from the network.

GAL – Garnishment and Levy System

The Garnishment and Levy System is an automated system whereby outgoing payments from the State of Michigan are offset and applied to a defendant's debt. The debt can be owed to the State of Michigan, the federal government, or a third party. It provides for the offset of funds owed by the State of Michigan to the payee. STAR has priority over GAL for the division of debt owed to the State.

Informational Returns

Any form, statement, or return as described in Treas-Reg Sec.301.6721-1(g) required to be filed with the IRS. E.g. 1099, W2-G

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Integrity

A quality describing a received message that is identical to the message that was sent – that is, the message was not altered during transmission.

Internet

The vast collection of inter-connected networks globally which share open, server-to-server communications.

NOC or Notification of Change

A Notification of Change is created by an RDFI to notify the ODFI that previously valid information contained in a posted entry has become outdated or that information contained in a pre-notification is erroneous and should be changed.

ODFI

The Originating Depository Financial Institution is the Depository Financial Institution (DFI) that has made an arrangement with an Originator to send entries into the system on behalf of the Originator or sends entries into the ACH system on its own behalf. Bank One (formally NBD) and Michigan National Bank are the current ODFIs for the State of Michigan.

Offset

Star Offset is the process of taking a portion or the full amount of a payment for the application to a tax liability or state agency debt. Garnishment/Levy (GAL) is a separate process from the Offset Process; it runs after the STAR Offset Process. A garnishment or order of levy is served upon the State Treasurer; specific reduction instructions exist for the amounts that may be taken.

Originators

Person/entity that has authorized an ODFI to transmit a credit or debit entry to the deposit account of a Receiver with an RDFI.

Participating Depository Financial Institution or Participating DFI

Means a financial institution that (1) is authorized by law to accept deposits, (2) has been assigned a routing number by Thomson Financial Publishing, and (3) has agreed to be bound by these rules as in effect from time to time. A Participating DFI of an Association is a Participating DFI that is a member of such Association or authorized by such Association to transmit entries and receive entries from an ACH Operator. Only Participating DFIs may act as ODFIs or RDFIs.

Payee

Entities/Individuals entitled to receive funds from the State of Michigan.

Examples of Payees may be:

- Adoptions Subsidy Payees

- Benefit Recipients: includes

- Colleges and University Payees

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Court order Payees
Credit Unions
Crime Victim Payees
Grant Recipients: includes DCH clients, FIA clients, MET Payments, D22 distributions such as Ehlers Scholarship, Revenue Sharing and State Police
Local grants
Local and Federal Government Payees
Lottery Payees
Refunds: includes Tax, CIS license overpayments, awards such as DNR report all poaching, third party offset payments
Retirement/Payroll Payees (PFOS)
School Aid Payees
Travel Payees (non-PFOS)
Vendors: those providing goods or services to the State of Michigan
Worker's Compensation interest payees (from CIS)

Payment

A warrant, wire, or EFT issued by the State of Michigan to any payee. Warrants can be issued by the Department of Treasury or any other agency that has a manual warrant bank account. Wire and EFT can only be issued by the Department of Treasury.

Payment Date

A generic term used to describe the date on which a warrant is presented for payment by a financial institution, which Treasury has a relationship with for processing cash letters. For EFT payments, it is the date on which the payment amount is to be made available to the recipients (the settlement date).

PFOS

Defined as Payments From Other Systems i.e., Payroll, Retirement, Income Tax Division, and FIA. Payment numbers are not assigned by MAIN and the payee is generally not registered in the Vendor File.

Prenotification (Prenote)

A prenotification entry is an optional, non-dollar transaction, which may be used by an Originator to verify with an RDFI that the routing transit number, account number and account type on an entry are valid. State policy requires that a debit and a credit be initiated for the Prenote process.

RDFI

The Receiving Depository Financial Institution that receives ACH entries from the ACH operator and posts them to the accounts of its depositors (Receivers).

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Receiver

Means a person that has authorized an Originator to initiate a credit or debit entry to the Receiver's deposit account with an RDFI, or, if the Receiver is also the RDFI, to such Receiver.

Receiving Depository Financial Institution or RDFI

A Participating Depository Financial Institution is an RDFI with respect to entries (1) it receives from its ACH Operator for debit or credit to the accounts of Receivers, and (2) on which it is designated as the RDFI in accordance with Appendix Two (ACH Record Format Specifications).

Reclamation Entries (Currently applies to Retirement Benefit payments)

Reclamation is a procedure to recover benefit payments that were paid through the ACH Network after the death or legal incapacity of the Receiver where neither the Receiver's estate nor any other account holder is entitled to the payment.

Reclamation applies only to recurring benefit payments. The NACHA Operating Rules allow a reclamation entry to be initiated by an Originator or ODFI for pension, annuity, or other benefit payment if the Receiver is deceased and neither the Receiver's estate nor any other account holder is entitled to the payment.

Remittance Advice

Remittance Advice contains the details concerning the payment, such as invoice amount, credits and other adjustments (e.g. Offsets).

Residual Warrant

Any funds left after the application of STAR Offset and/or GAL is issued to the payee as warrant (remaining balance).

Returns

RDFI's must return entries that are not posted to the Receiver's accounts. Entries must be returned for valid reasons. Examples would be an account was closed, invalid account number, or a duplicate entry. See D4 System Parameters Profile for return codes.

Reversals

A Reversal or Reversing Entry is either a debit or credit entry initiated by Treasury to the ODFI, in order to correct a previous erroneous credit or debit entry. The reversing entry must be transmitted to the RDFI by midnight of the 5th banking day following settlement of the erroneous entry. Treasury will receive a credit or debit for the Reversal on the settlement date, the day after transmission to the ODFI. However, if there are not enough funds in the account at the RDFI (a request for a debit reversing entry), Treasury's account will be debited and the State will have to pursue reimbursement from the Receiver. The reversing entry must be transmitted or made available to the RDFI by midnight of the 5th banking day following settlement of the erroneous entry.

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R*STARS

Relational Standard Accounting and Reporting System, which serves as the SOM accounting system.

R*STARS Effective Date

The date when an accounting transaction posts to the financial tables in R*STARS. This date is critical for any accounting reconciliation, financial statements and reports that are produced.

Sending Point

Means a person that transmits entries to an ACH Operator on behalf of an ODFI. A Sending Point may be an ODFI acting on its own behalf, or a Participating DFI, a commercial data processing service organization or a person operating a data transmission facility, acting on behalf of one or more ODFIs.

Settlement Date

The date an exchange of funds with respect to an entry is reflected on the books of the Federal Reserve Bank(s).

Source Application Indicator (SAI) Code

The 3rd and 4th position in the current document number. Used to determine if bypassed for Treasury offset.

SSN – Social Security Number

A unique nine-digit number used to keep track of earnings and benefits of people who worked in jobs covered under the Social Security program.

STAR – State Treasurer’s Accounts Receivable

State Treasurer’s Accounts Receivable maintained by Treasury. It provides for the offset of funds owed to the State of Michigan by the payee for a tax-related or agency related debt.

Statewide Vendor/Payee File

A file containing information on the proper treatment for payments to vendors/payees. This includes all mailing information, income tax reporting requirements, and bank routing information.

TIN – Taxpayer Identification Number

A unique nine-digit number assigned to individuals, sole proprietors, partnerships, corporations, estates, trusts and other entities for tax filing purposes. A TIN may be a SSN (Social Security Number issued by Social Security Administration to individuals) or a FEIN (Federal Employer Identification Number) issued by the Internal Revenue Service.

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Treasury Warrant Written Date

The date on which the warrant is physically printed by Treasury.

Value-Added Network (VAN)

A computer and communications network owned and operated commercially. Many EDI installations run over a VAN.

Vendor

Subset of Payee. See Payee definition.

Vendor File

A central data source that contains payee information. This includes items such as EFT information, address information, W-9 etc.

Vendor Number

A unique ten digit number assigned to each vendor/payee on the Statewide vendor/payee file. For vendors registering with a federal employer identification number (FEIN), vendor numbers start with a “2” and end with the FEIN. For vendors registering with a social security number (SSN), vendor numbers start with a “3” and end with the SSN.

Vendor Packet

A booklet issued to potential vendors that contains forms and information required to register the vendor in the statewide vendor/payee file.

Wire Transfer

Wire transfers are electronic transfers of funds from one bank to another initiated through the Federal Reserve Fedwire telecommunications system. It is a same-day settlement system where each transaction is routed individually from the payer’s to the payee’s financial institution. Although considerably more expensive than other electronic means, wire transfers can be transmitted between banks immediately and can provide immediate verification to the payee.

Warrant

A physical document used for payment, Cash is not reduced in MAIN’s account records until the warrant is presented to the Treasury by a financial institution.

Warrant Issue Date

The actual date printed on the warrant. It is the earliest date on which it can be presented to or cashed by a financial institution. The warrant is printed and mailed prior to the issue date.

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APPENDIX A

EFT QUICK REFERENCE GUIDE

PAYMENT DETAILS EXAMPLE

EFT Payment Details Example

This information has been provided to familiarize State of Michigan users with the Payee Registration and Payment Details format and content. SOM users will not have security to access Payee Payment Details on the Web. Questions from Payees may occur, and the following example could be used to provide a frame of reference for that discussion.

View Payments List

This is the first screen payees will see after logging into the Payee Registration and Payment Details Delivery System. From here, users can choose to update their registration details or review payment details by clicking on the date of the payment.

[View Payments](#)

Click on the deposit date in the list (if any) below to see payment details.

[Payee number](#): 2386004849

Payee name: COUNTY OF GENESEE

[View Registration Details](#)

Deposit date	Deposit amount	Agency
03/26/04	\$392.00	391 COMMUNITY HEALTH;
03/08/04	\$590.88	391 COMMUNITY HEALTH;
10/10/04	\$12.42	431 FAMILY INDEPENDENCE AGENCY;
10/10/04	\$86.58	431 FAMILY INDEPENDENCE AGENCY;
10/08/04	\$395,504.00	391 COMMUNITY HEALTH;

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View Payment Details

From this screen, payees will scroll down to view detail with multiple lines.

View Payment Details

Review your payment details for the deposit date indicated.

Payee

Payee number: 2386001111
Payee name: COUNTY OF GRAND
Financial Institution: BANK TWO BANK
Account Type: CHECKING ACCOUNT
Routing No: 072000111
Account No: 2386001111
Payment Details Delivery Method: Web

Transaction type	Amount	Date	EFT event key	Reason
Deposit	\$392.00	03/26/04	V 030 000212300 0001	

Invoice / Adjustment details

Payment Key : 000 068210111
Address : PO BOX 10111 LANSING MI 48901 USA
Mail Code: E00

Seq # /Invoice No.	Date	Amount	Agency	Description
1/772837685007 2		\$182.00	391 MEDICAID IP WEEKLY PROCESS (800)292-2550 PROVIDERSUPPORT@MICHIGAN.GO V	77283768512635 Ref #: 391 VZMQ03A6 290 2004
2/773149593014 9		\$210.00	391 MEDICAID IP WEEKLY PROCESS (800)292-2550 PROVIDERSUPPORT@MICHIGAN.GOV	77314959312661 Ref #: 391 VZMQ03A6 291 2004
Subtotal:		\$392.00		

[View Registration Details](#) | [View Payments](#)

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Web View Payment Fields

Payee's Account Information:

Payee Number – Payee's Federal Employer Identification Number (FEIN) with a leading character of '2' or Social Security Number (SSN) with a leading character of '3'.

Payee Name – Name of Vendor/Payee

Financial Institution – Name of bank, credit union or savings and loan holding payee's account for EFT payments.

Account Type – '22' indicates a checking account while '32' is a savings account.

Routing No – Standard code routes deposit to financial institution.

Account No – Payee's financial institution account number.

Payment Details Delivery Method – Payment information is seen on the Web site. Payees may also choose to route information to the Web and their financial institution (FI).

Deposit Details:

Deposit Amount – Amount of payment.

Deposit Date – Effective date of deposit.

EFT Event Key – Number assigned by MAIN FACS to an event which may consist of several EFT payment transactions combined to one payment per payee per day.

Reason – Reason for the deposit.

Invoice/Adjustment Details:

Free-form text from voucher or direct voucher notepad appears below details for each transaction.

Payment Key – Consists of three-digit SOM bank ID followed by a unique nine-digit number assigned by MAIN FACS for EFT payment.

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Address/Mail Code – Address is specified by Mail Code chosen by State user.

Seq #/Invoice No. – Shows sequence number on payment document and vendor's invoice number entered by user.

Date – Invoice date.

Amount – Dollar amount of invoice or adjustment.

Agency – Agency number, name, phone number, and e-mail address are from the D02 Agency Profile. The e-mail address may not always be shown on the remittance advice since it is optional on the D02 Agency Profile.

Description – Voucher description entered on the 1800 Direct Voucher Header Entry or Ven Invoice Desc from 1410 Voucher Header Entry.

Ref # – The reference number consists of: *(example)*

111W5000020 001 2005

111 = FACS Agency Number

W5000020 = Document Number – W indicating a direct voucher
and V being a standard voucher

001 = Document Sequence Number

2005 = Fiscal Year of Document

To obtain more information about the payment through R*STARS, enter the three-digit agency in the DOC AGY field on the 86 Document Transaction Inquiry. Then, enter the Document Number in the DOC NO field. Press <ENTER> to obtain account coding information. Enter 'S' in the Select column on the right side of the screen and press <F2-DETAIL> to obtain 84 Accounting Event Record Inquiry, which shows additional information about the transaction.

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APPENDIX B

EFT QUICK REFERENCE GUIDE

EFT CONVERSION TO WARRANT CHART EXAMPLE OF RETURN EFT PROCESS

EFT Conversion To Warrant Chart

Appendix B should be used as a sample and is not intended to be all-inclusive. For more information about the EFT conversion to warrant process see page 27.

PDT Type	Banking Information (Payee's Routing number, Account number and Account type) Offset Information	Results
MA Mail across documents; A/R Offset	Not relevant or N/A	PDT Type MA. Warrant issued.
DA (EFT) Mail Across Documents; A/R Offset	Banking information present. Mail code EFT ready. No Treasury Offset.	PDT Type DA. EFT issued.
DA (EFT) Mail Across Documents; A/R Offset	Banking information absent or Mail code not EFT ready	PDT converted to type PA. Warrant issued.
DA (EFT) Mail Across Documents; A/R Offset	Banking Information present. Mail code EFT ready. Treasury Offset.	PDT converted to type PX. Warrant issued.

Note: ADPICS screens will show the PDT type as entered and posted in ADPICS.

Look at RSTARS screens, i.e., 84 Accounting Event Record Entry, to see PDT type as processed. Mail codes with an assignee or multiple payee(s) will not be paid via EFT. EFT bank information is not attached to those Mail codes.

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Example Of Return

Document with PDT Type DA → EFT Issued → Goes to ODFI Bank (ODFI may return to SOM) OR → Transmitted to RDFI Bank → Return by RDFI Bank → ODFI Bank → Returned to SOM

- Edits in MAIN →
1. 47G EFT Event Details:
Process Ind, Trans Type, and Reason Code indicate Return and Reason
 2. Generates accounting entry to EFT Clearing Fund. Agency will need to reclassify from Clearing Fund.

EFT Process Example

Monday	Tuesday	Wednesday	Thursday
<ul style="list-style-type: none">• EFT generated: today• Liquidation Transaction with effective date of Thursday• Redemption Transaction with effective date on Thursday• Clearing Fund Transaction with effective date on Thursday	Transmitted to ODFI Status 'P' (Paid)		Settled → <ul style="list-style-type: none">• Redemption Transaction• Liquidation Transaction• Clearing Fund Settlement